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Executive Registry
79-6626/7

Chron

12 March 1979

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Relationship of DCI Executive Secretary to the Executive Committee (EC)

1. The undersigned will be responsible for conveying to the Secretary, Executive Committee (EC), any material which in his judgment is related to a planned or projected Committee agenda item. In reviewing actionable material being forwarded by components to the DCI and DDCI, he will coordinate as appropriate with the Committee Secretary in the event it is related to a topic under EC review. Additionally, the Executive Secretary is responsible for determining what background material not readily available to the Comptroller is relevant to their planning and projected work and furnish same to the Committee Secretary.

2. The Executive Secretary or his Deputy may attend Committee meetings at the invitation of the Secretary to the Committee.

STA

B. C. Evans
Executive Secretary

CONCURRED:

James H. Taylor (In draft) — 12 March 1979
Comptroller — Date

APPROVED/DISAPPROVED:

Deputy Director of Central Intelligence — Date

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